

## CONCEPTUAL SITE PLAN LANDSCAPE PLAN CHECKLIST

(Any submittal *may* require additional items)

The Landscape Plan included with the Conceptual Site Plan is intended to show City Council a general outline of the various landscape areas for the project. Shrub beds, sod areas, hardscape areas and buffers should be delineated. The CSP landscape plan is not the final landscape plan but should convey the intended landscape for the project and a fair representation of the quantity of landscape materials without detailed labeling.

### CONCEPTUAL LANDSCAPE PLAN TO INCLUDE:

- ☐ Landscape area “Required” and “Provided” in square feet and acres.
  - ☐ Most projects (except SFD) require 20% of the net property to be provided as landscape area within the property boundary. Commercial projects 15 acres and over require 30% landscape area but certain hardscape areas qualify for inclusion. See Commercial Design Standards in the City Code (Sec.18-534 thru 18-535).
  - ☐ Sidewalks, vehicle overhang areas and roof overhang areas do not qualify as landscape area.
- ☐ Include an overall plan and then break into sheets of standard engineering scale no smaller than 1”= 60’ if plan will not fit on one sheet at the minimum scale.
- ☐ The site boundary depicted as a solid bold line
- ☐ Existing and proposed easements
- ☐ Location of adjacent property lines, burial grounds, railroad rights-of-way, watercourses, irrigation ditches, gas and oil wells, production sites and leases.
- ☐ Pedestrian and vehicular ingress and egress and internal circulation
- ☐ Areas to be landscaped and their dimensions
- ☐ All areas proposed for dedication or reservation
- ☐ Location and dimensions of all existing and proposed right-of-ways, alleys, other public ways or private drives within or adjacent to the property
- ☐ Show deciduous and evergreen tree symbols but no labels; locate planting beds versus sod.
- ☐ Identify landscape screening, buffers, berms and retaining walls.
- ☐ Proposed perimeter fence type / materials / heights
- ☐ Existing trees to remain (see Code for existing tree and shrub mitigation; existing trees to remain require evaluation by a Certified Arborist).

### Include the following notes on the Conceptual Landscape Plan sheet:

- ☐ Statement that “Design shown is conceptual. Actual design will be determined at the time of the Development Permit.”
- ☐ Statement that the landscaping will be designed to the City Code waterwise principles

- ❑ If parking lot has 50 or more spaces, add a confirmation statement that the parking lot island square footage is a minimum 10% of the parking stall square footage (number of parking spaces X 9 X 18 X 10% = parking lot island square footage)

**All maps to include:**

- ❑ Subdivision name (proposed or existing name)
- ❑ North arrow
- ❑ Graphic and written scale

**Other Notes that may need to be included in the CSP document if applicable:**

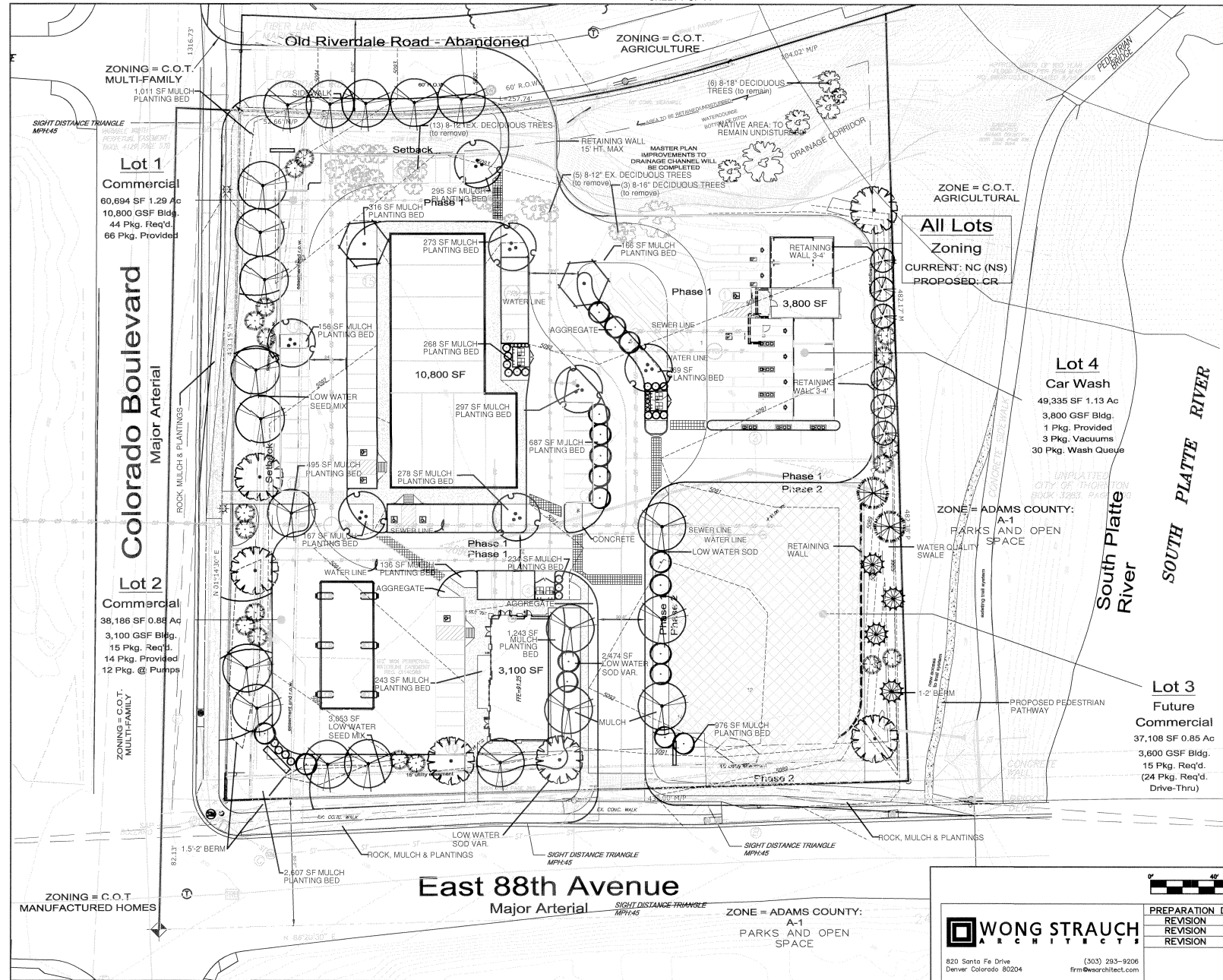
- ❑ General notes:
  - ❑ Public Land Dedication (PLD) table or statement with calculations of PLD (required and provided).
  - ❑ Residential subdivisions: List proposed Subdivision Quality Enhancements
  - ❑ Statement that an Owner's Association will be formed for common and right-of-way landscape maintenance (for residential subdivisions and multiple lot non-residential projects)
  - ❑ Statement that the adjacent property owner or assigns maintains the landscaping including right-of-way landscaping
  - ❑ If applicable a statement that the City of Thornton maintains the concrete surface of the Regional Trail; Developer/assigns maintains the adjacent landscaping and day to day maintenance such as snow removal
  - ❑ If applicable a statement of maintenance for arterial medians, City owned parks (City of Thornton maintained) and/or Metro District Parks (Metro District maintained)

Example of CSP Landscape plan below:

# 88TH & COLORADO RETAIL - THORNTON CROSSING CONCEPTUAL LANDSCAPE PLAN

CASE NO. SUB 2007-004

A PART OF THE SOUTHWEST ONE QUARTER OF SECTION 19, TOWNSHIP 2 SOUTH, RANGE 67  
WEST OF THE 6TH PRINCIPAL MERIDIAN CITY OF THORNTON, COUNTY OF ADAMS, STATE OF  
COLORADO  
SHEET 7 OF 14



**WONG STRAUCH**  
ARCHITECTS

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PREPARATION DATE	04/24/2007
REVISION	07/13/2007
REVISION	08/17/2007
REVISION	

**APPLICATION FORM – CHECK TYPE OF REQUEST BELOW:**

**Zoning (Z)**

- ☐ Rezoning/Zoning Amendments \$695
- ☐ Planned Development Zoning \$695, plus \$15/acre  
(round up to the next whole acre)
- ☐ PD Zoning Amendment (Administrative) \$695

**Appeal**

- ☐ Staff/DPAB Decision \$90

**Variance (V)**

- ☐ Variance Request \$115

**Conceptual Site Plan (CSP)**

- ☐ Conceptual Site Plan \$695

**Comprehensive Plan Amendment (SPCD)**

- ☐ Comp Plan Amendment \$350

**Development Permit (DP)**

- ☐ Development Permit \$580
- ☐ Specific Use Permit (D.P. Required) \$115
- ☐ DP Amendment (DPAB\*\*) \$290
- ☐ DP (Amendment (Administrative) \$250

**Subdivision Plat (SUB)**

- ☐ Subdivision Plat \$230, plus \$15/acre  
(round up to the next whole acre)
- ☐ Subdivision Plat Amendment (SUBA) \$250

**Engineering**

- ☐ Construction Drawings (CDs) (No Fee)
- ☐ Floodplain Development Permit \$600  
(Additional Application Required [here](#))
- ☐ Pond Certificates (No Fee)
- ☐ Grading and Erosion Control (No Fee)

**Other**

- ☐ Minor Development Permit (MDP) \$100
- ☐ Limited Use Permit
- ☐ Temporary Use Permit (TUP) \$90
- ☐ Vacation of Right-of-Way \$250
- ☐ Oil and Gas Permit \$695, plus \$15/acre

**ONE APPLICATION FORM PER EACH REQUEST OTHER THAN SPECIFIC USE PERMITS**

**Application Date:** \_\_\_\_\_

**Project Description/Reason for Application:** \_\_\_\_\_

\_\_\_\_\_

**Property Address** (provide Cross Streets if unknown): \_\_\_\_\_

**Adams County Parcel #(s):** \_\_\_\_\_

**Gross Area** (Acres): \_\_\_\_\_ (Square Feet): \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_ **Proposed Zoning:** \_\_\_\_\_

**Existing Land Use(s) & Structures:** \_\_\_\_\_

**Proposed Land Use(s) & Structures:** \_\_\_\_\_

**Do prairie dogs currently exist on the property?** Yes: ☐ No: ☐

**Applicant:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**\*Applicant Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Land Owner:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

*(if the same as applicant- put "same")*

**Address of Land Owner:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**\*Land Owner Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Land Owner:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

*(if the same as applicant- put "same")*

**Address of Land Owner:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Land Owner Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**NOTE – If there are more than two owners, a letter/letters containing their signatures must be attached to the application authorizing the applicant to act on behalf of the identified owner(s).**

**\*Signatures from the Applicant and the Land Owner are required. Signatory may be duly authorized agent of the record owner. All communications will be sent to the applicant. The signature of the property owner acknowledges their awareness of the request being made on their behalf and authorizes the identified applicant to represent the owner in the request being made to the City of Thornton.**

# Development Submittal Instructions

City of Thornton land use applications may now be submitted electronically or in person. Please follow the steps below to assist you in submitting your proposal or for resubmitting documents.

## By Email or File Transfer Site:

- If your attachments are less than 7MB: Email your application and supporting PDF documentation to [developmentsubmittals@thorntonco.gov](mailto:developmentsubmittals@thorntonco.gov)
  - 1) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
  - 2) You will be contacted by city staff once the documents have been received, accepted as complete and to confirm payment for new and applicable submittals.
- If your attachments are larger than 7MB: Upload your submittals through Google Drive using the following instructions:
  - 1) If you do not have one already, please create a Gmail Account. They have directions on creating an email account here: <https://support.google.com/mail/answer/56256?hl=en>
  - 2) Use the link [here](#) or copy/type the URL Below into your browser:  
**<https://drive.google.com/open?id=1szCf8FVIGO76naq-xwQvFggt61otfAhi>**
  - 2) Email [developmentsubmittals@thorntonco.gov](mailto:developmentsubmittals@thorntonco.gov) when you have completed your upload indicating your application has been submitted.
  - 3) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
  - 4) You will be contacted by city staff once the documents have been received and to confirm payment.

## Notice to All Applicants

- A check-in meeting with staff is required as part of every application submittal.
- If paying with a credit card, please submit the application materials by 4:00 p.m. so we can process the card the day of the submittal.
- Applicants will be given a written summary and verbal explanation of any deficiencies that need to be corrected.
- If you have any questions, contact City Development at 303-538-7295.

**City of Thornton**

City Development  
9500 Civic Center Dr.  
Thornton, CO 80229

303-538-7295